



# United States Department of the Interior



## BUREAU OF LAND MANAGEMENT

California State Office  
2800 Cottage Way, Suite W1834  
Sacramento, CA 95825-1886  
[www.ca.blm.gov](http://www.ca.blm.gov)

**October 6, 2000**

In Reply Refer To:  
1550(P)  
CA-912

EMS TRANSMISSION: 10/06/00  
Instruction Memorandum **No. CA-2001-003**  
Expires: 9/30/2001

To: All Employees

From: Deputy State Director, External Affairs

Subject: Duplicating/Printing Services annual report

**DD: 10/13/00**

If you have purchased duplicating/printing services using a government issued credit card or through any other means besides the Government Printing Office, you are required to complete the attached Commercial Printing Report. Please FAX your report for the period covering April 1, 2000 through September 30, 2000, to External Affairs (916) 978-4620, Attn: Mary Lou West, no later than October 13, 2000.

Title 44 of the U.S. Code requires that all printing and duplicating services be procured through the Government Printing Office (GPO). Mary Lou West, External Affairs, is the State printing liaison with GPO. For additional information, contact Mary Lou at (916) 978-4612.

**Signed:**  
**Tony Staed**  
**DSD, External Affairs**

**Authenticated:**  
Liza Raymundo  
Records Management

1 Attachment:  
1. JCP Form NO. 2 (1 pg.)

## COMMERCIAL PRINTING REPORT

JCP FORM NO. 2 (REV. 3-71)

Department headquarters shall submit two copies to the JOINT COMMITTEE ON PRINTING within 30 days after the close of each fiscal quarter. Report all composition, printing, binding, and blank-book work procured from commercial sources through department contracts during such period. Do not include work procured through GPO sources in this report. Do not include tabulating cards or printed envelopes ordered through GSA contracts, or rebinding publications of any description. Use additional sheets if necessary.

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